



Undergraduate Request for Approval for F-1 and J-1 Visa Holders to Attend a Non-SMU Affiliated Study Abroad Program or a Non-US Institution

This form is used by SMU students who hold F-1 or J-1 visas and wish to study *in their home countries* on a non-SMU affiliated study abroad program or at a non-US institution and transfer credits back to SMU. Programs and coursework taken abroad on non-SMU affiliated programs or at non-US institutions MUST BE PRE-APPROVED to receive credit. Retroactive requests for course approvals will not be considered.

THIS FORM MUST BE ACCOMPANIED BY AN UNDERGRADUATE COURSE PETITION FOR APPROVAL OF TRANSFER WORK TAKEN ABROAD ON A NON-SMU AFFILIATED PROGRAM OR AT A NON-US INSTITUTION – FILL OUT ONE COURSE PETITION FOR EACH COURSE OF ENROLLMENT.

Name: _____ SMU ID#: _____
(Last) (First)

Communications will be sent to your SMU email address. _____ Major/Pre-Major: _____

I request permission to take courses through _____
(Program Provider)

offered at _____
(Institution)

in _____ during _____
(City) (Country) Summer/Semester/Year (valid for above term only)

NOTE: If you are studying for a semester, you must also request an Early Withdrawal/Leave of Absence through the ISSS.

Are you studying at SMU on a F1 or J1 visa? (circle one) Yes No

You may take courses at an institution recognized in your home country as offering the equivalent of US university course work without the approval of the Study Abroad office. The International Student & Scholar Services Office must verify your home country and visa prior to your study, however, as this can affect your status. To ensure in advance that a course will transfer and that proper credit will be awarded, you should obtain prior approval using the "Undergraduate Course Petition for Approval of Transfer Work Taken Abroad on a Non-SMU Affiliated Program or Non-US Institution," available in your school's records office. Permission may be denied for educational reasons.

- **Your completed request must be received by March 1st for fall semester; April 1st for summer term; and, October 1st for spring semester.**
- It is imperative that you wait until your request is reviewed and approved by ALL required approvers BEFORE enrolling in any non-affiliated study abroad program or courses at a non-US institution.
- All approvals are subject to policies as stated in the SMU undergraduate catalog.
- To receive credit for an approved transfer course, an official international university transcript must be submitted accompanied by a professional evaluation, including an English translation if it is not in English, and course descriptions and syllabi. It is the student's responsibility to procure this evaluation and to assume financial responsibility for it.

Student Signature: _____ Date: _____

Return completed form and course pre-approval requests to the office of your school of record.

Sign AND print your name	APPROVED	NOT APPROVED	DATE
International Student and Scholar Services: DSO or ARO			

Comments: